

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION  
MOBILE COMMUNICATION DEVICE USAGE POLICY**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

This policy describes the assignment, use and management of State issued mobile communication devices (e.g., cell phones, personal digital assistants (PDA), pagers, satellite phones, related accessories) and associated services by employees of the Department of Administration (Department) and is in addition to the statewide mobile communication device policy. Mobile communication devices for Department employees will be issued only upon authorization of the appropriate Department Division Director or the Department's Chief of Staff, subject to review by the Department's Internal Chief Information Officer. Authorization must be justified, on an initial and ongoing basis, by a demonstrated individualized official need of the employee for the type of mobile communication device. In addition, there must be an adequate budget within the respective program area to pay for the purchase and use of the mobile communication device. Each division is responsible for maintaining a current inventory of the mobile communication devices to include: 1) a description of each device, 2) the service provider for each device, and 3) the individual to who the device is assigned. The Department's Internal Chief Information Officer is responsible for periodic review of the use of the mobile communication devices for the purpose of minimizing costs and eliminating unauthorized use and maintaining an agency-wide inventory.

Mobile communication devices are to be used for official use just as other office equipment, subject only to limited incidental personal use that does not increase the state's cost or violate any laws or ethical standards. Employees must reimburse the Department for any incidental personal use that results in an additional expense to the Department. Business managers for each Office or Division where these devices are assigned are responsible for collecting the reimbursement and remitting it to the Office of Internal Operations on a quarterly basis. Employees should avoid making directory assistance (411) calls from a state issued mobile communication device unless the call is necessary for official business purposes and the employee has exhausted options to obtain directory information from no-cost services. Employees have no expectation of privacy as to the use of a Department issued mobile communication device. Management will have access to detailed records of mobile communication device usage from the vendor service provider, which will be subject to audit. Mobile communication devices may contain sensitive information. Therefore, employees must password protect their Department issued mobile communication device and the device must

be set to lock after no more than five minutes of inactivity, if such features are available on the device.

Employees should not use a Department issued mobile communication device while operating a motor vehicle and must follow State Fleet Management's (SFM) Handheld Electronic Devices Directive when operating SFM leased fleet vehicles. Employees who, as part of their official job duties, must use mobile communication devices while operating a motor vehicle should seek authorization from the appropriate Department Division Director or the Department's Chief of Staff. Employees issued mobile communication devices are required to sign a written acknowledgement indicating awareness and acceptance of the agency and statewide policies. Misuse of a mobile communication device may subject the employee to discipline as set forth in the Department's Disciplinary Policy.